STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

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To search for Contracts in Edison, you will be running a "Query" to pull up the Contract information. **You will need the old 7-digit TOPS Contract Number (example: 4031234) to perform this search**
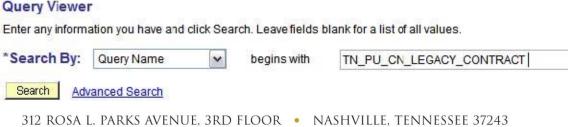
Enterprise Menu
- ⊞ TN Enhancements
- ⊞ Employee Self-Service
- ⊞ Manager Self Service
- ⊞ FSCM
- ⊞ Edison Documents
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- ⊞ Edison Training Info
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- ⊞ Worklist
- ⊞ ELM Reporting Tools
- ⊞ EPM Reporting Tools
- ⊞ FSCM Reporting Tools

1. Log in to Edison, as normal.

2. Click the "FSCM Reporting Tools" link, on the left-hand side of the page.

3. Click the "FSCM Query Viewer" link.

Main Menu >

📁 **FSCM Reporting Tools**

| 📋 **FSCM Query Viewer** Review existing queries. | 📋 **FSCM Query Manager** Create or update queries and query specifications. | 📋 **FSCM Report Manager** Review report list. |

4. This will bring you to the Query Viewer screen.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name ▼ begins with [   ]

[Search]   Advanced Search

5. Type **TN_PU_CN_LEGACY_CONTRACT** into the "begins with" field. Then press the Search button.   [Search]

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name ▼ begins with [TN_PU_CN_LEGACY_CONTRACT]

[Search]   Advanced Search

6. Pressing the Search button will bring up the "Search Results" shown below.

7. Hold down the Control key (Ctrl) on your keyboard, and while holding, click the blue HTML (HTML) link under the "Run to HTML" column.

8. This opens up a new window with a search field. Maximize the window using the Maximize icon at the far top right of the window ().

TOPS/STARS Contract #: [   ]

[View Results]

TOPS/STARS Contract ID	Edison Contract ID	Contract Status	Edison Vendor ID	Contract Description	Begin Date	End Date	Contract Maximum Amount

9. Type in the 7-digit TOPS contract number (4030338 in the example), then press the View Results button.   [View Results]

TOPS/STARS Contract #: 4030338

[View Results]

TOPS/STARS Contract ID	Edison Contract ID	Contract Status	Edison Vendor ID	Contract Description	Begin Date	End Date	Contract Maximum Amount

10. This will bring up the contract information in the table, including the Edison Contract ID and the TOPS/STARS Contract ID.

	TOPS/STARS Contract ID	Edison Contract ID	Contract Status	Edison Vendor ID	Contract Description	Begin Date	End Date	Contract Maximum Amount
1	4030338	000000000000000000003601	Approved For Purchasing	0000000051	JUICE 100% 4 & 6 OZ. SRV 70 PE	12/01/2003	09/30/2009	250000000.000

11. Now you have the Contract ID.

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You can set this Query as a "Favorite" so that it will show up in your "Favorites" list on the main FSCM Query Viewer page. To do so, click the Favorite link under the "Add to Favorites" column after you pull up the Query.

*Folder View:	— All Folders —						
Query			Customize | Find | View All |			First ◄ 1 of 1 ► Last	
Query Name	**Description**		**Owner** **Folder**	**Run to HTML**	**Run to Excel**	**Schedule**	**Add to Favorites**
TN_PU_CN_LEGACY_CONTRACT Xref Legacy Contract w/ Edison			Public	HTML	Excel	Schedule	Favorite

From there on, any time you go to FSCM Query Viewer, the Query will be shown. You can click "HTML" to run it at any time.

▼ My Favorite Queries				First ◄ 1-13 of 13 ► Last		
			Customize | Find |			
Query Name	**Description**	**Owner**	**Folder**	**Run to HTML**	**Run to Excel**	**Schedule**
TN_PU_CN_LEGACY_CONTRACT	Xref Legacy Contract w/ Edison	Public		HTML	Excel	Schedule

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Contracts in TOPS were transferred over to Edison, with a few exceptions due to errors. If you are unable to find the contract you are looking for by using this guide, send an e-mail to content.group@state.tn.us with the contract number for more information. Edison and The Central Procurement Office are working to get all TOPS contracts entered into Edison as time permits.

For items that are on contract and are not APCAT, search the Catalog in eProcurement. **The "Catalog Tab and Contract Release Orders" section of the Agency Procurement Manual, starting on page 8, explains how to search.** The Guide can be found in the **Reference Material** section of the General Services' Central Procurement Office website, at http://tn.gov/generalserv/purchasing/index.html .